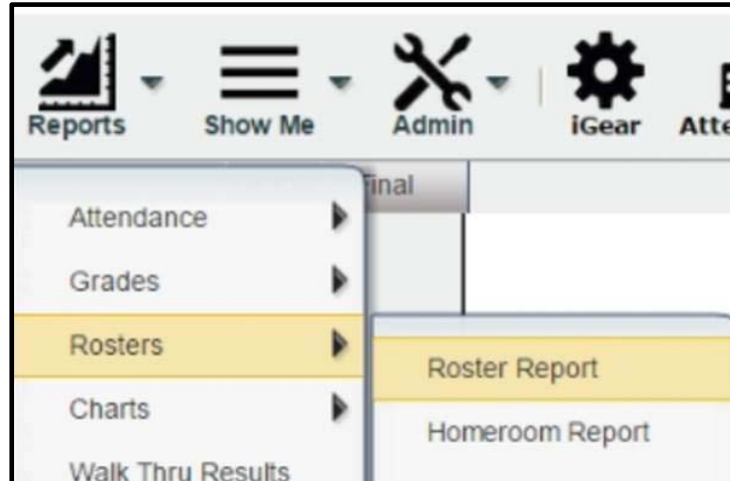


Locating the Louisiana Secure ID Number for Students

Teachers can now pull up their student's LA Secure Unique ID # from their WebPams Gradebook by following the directions below.

Once logged into Gradebook, pull up a class by selecting a **section number** and **marking period**. Then click on **"Reports"**, then click on **"Rosters"**, then **"Roster Report."**



You will now see a list of your students and their state unique ID number. You can click the **Print** button and print it as a .pdf file or save it as an Excel spreadsheet. If you do choose to print this list, please make sure to keep it in a secure location or destroy it completely after use. This information should stay totally secure and private.

